



JOB DESCRIPTION

Position Title: **Senior Coordinator**

Working Area: **P.A.Y. Program**

Class Code: 5311

Exempt

EEO Code: 02

Effective Date: August 30, 2002

Major Function

Professional and administrative work associated with the supervision of assigned functions of the P.A.Y. Division.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Plans, coordinates and directs the work activities of staff within the P.A.Y. Division, under the supervision of the Division Manager. Provides supervision, training and instruction to assigned staff.

Coordinates file reviews to ensure proper compliance with assigned sanctions. Ensures staff is following all County policies and procedures. Identifies and provides instructional guidance and training for specific case needs. Conducts follow-up file reviews within established time frames, and submits a complete file review analysis to Division Manager and P.A.Y. Officer assigned to the case.

Develops training curriculum and lesson plans, and coordinates training sessions for assigned staff. Conducts training sessions for P.A.Y. staff as needed. Coordinates and completes special work projects as assigned by the Division Manager.

Maintains a good working relationship with other juvenile justice agencies. Contacts local officials to solicit support for department programs and addresses problems of mutual concern.

Supervises the implementation of policy and procedures established by the department or division. Ensures satisfactory delivery of services in compliance with established policy. Prepares monthly performance reports and other reports as necessary or requested.

Supervises and maintains a caseload of approximately 70 cases, and ensures case compliance within established guidelines.

Assists in training and development of volunteer Hearing Officers.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Through knowledge of the Criminal Justice System and the principles and practices of case management. Considerable knowledge of the principles and practices of management techniques.

Ability to plan, make assignments, and supervise the activities of assigned staff members. Ability to establish and maintain an effective working relationship with Judges, State Attorney's Office, law enforcement agencies, juvenile justice agencies, and staff members. Ability to evaluate situations and exercise good judgement in making decisions. Ability to communicate effectively both orally and in writing.

Bachelor's Degree in Criminal Justice, Sociology, Psychology, or a closely related field and three (3) years' experience in the criminal justice field. Prior Supervisory experience is preferred.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is typically an office environment. Incumbents in this position perform most duties sitting at a desk, workstation or table. Incumbents in this position are exposed to electrical and radiant energy found in an office environment.